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Resources regarding Professional plans, evaluations, etc. for University Staff & Classified Staff

[How to write SMART Goals](#). **SMART** goals are:

Specific (*Who is involved, what should be accomplished, where will this occur?*)

Measurable (*Establish criteria for measuring outcomes and how to determine if objective is achieved*.
'E.g. how much, how many, how do you know when it is accomplished?')

Ambitious/Attainable(*Motivating but realistically attainable*)

Results-Oriented/Relevant/Realistic(*Aligns with the bigger picture. What is the expected result?*)

Timely (*Includes a specific time-frame for achieving objectives*)

[Examples of SMART Goals](#)

[How to Have Difficult Conversations](#)

[Performance Management tools & resources](#)

[SEHD's University Staff Performance Development & Management tool](#) (new all-in-one tool from Denver campus HR in 2023, includes what we previously called the Professional Plan and Performance Evaluation). This link goes to an excel file which will download in a new window.

Performance Management Plans for Classified Staff are also found at the [Performance Management Website](#)

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